PACKAGE NUMBER:	DOCUMENTATION PACKAGE / ROUTING SLIP	SHEET OF

PROGRAM/PROJECT:

CEI NUMBER:	NOMENCLATURE:
ECR NUMBER:	CBD NUMBER:
PCN NUMBER:	DATE PREPARED:

DRAWING / DOCUMENT NUMBER	DRL / EPL NUMBER	EO NUMBER

SUBMITTED BY ENGINEERING AREA:	BASIC RELEASE ☐ ; PARTIAL ☐ COMPLETE ☐
	CHANGE RELEASE ☐ ; PARTIAL ☐ COMPLETE ☐

THIS SUBMITTAL CLOSES ACTION ON ABOVE CCBD BY: ☐ YES   ☐ NO

PREPARED BY:	DATE:	TRANSMITTAL DATES
SUBMITTED BY:	DATE:	TO RELEASE:
CONCURRENCE:	DATE:	TO MSFC REPOSITORY:

REMARKS:

DOCUMENTATION PACKAGE/ROUTING SLIP (DP/RS), MSFC FORM 3418, PREPARATION INSTRUCTIONS

Package Number: Call Release Desk for number unless your organization has an assigned block of DP/RS numbers.

Sheet   of   :   Enter the individual sheet number and the total number of sheets .

Program/Project: Enter Program/Project acronym, e.g., AXAF, SXI, etc., or title.

CEI Number: If applicable.

Nomenclature: Enter a short description of package being released.

ECR Number: Enter applicable ECR number(s).

CBD No: To be entered by CCB Secretariat.

PCN Number: To be entered by CCB Secretariat.

Date Prepared: Enter date the DP/RS is prepared.

Drawing/Document Number: Enter Drawing/Document number(s) being released.

DRL/EPL Number: Enter appropriate DRL/EPL number(s) being released.

EO Number: Enter appropriate EO number(s) being released.

Submitted by Engineering Area: Enter Office Symbol of preparer.

Basic Release/Change Release: Check the applicable box, either Basic or Change, partial or complete.

This submittal closes action on CBD by: Mail code of organization closing the action.

Prepared by/Date: Preparer shall sign and date.

Submitted by: Submitter shall sign and date, if preparer and submitter are different. If preparer and submitter are the same, enter "N/A".

Concurrence: The person concurring shall sign and date, if required by initiating organization. If a concurrence signature is not required, enter "N/A".

To Release: To be filled in by Release Desk.

To MSFC Repository: To be filled in by Release Desk.

Informed